



ESTTA User's Guide

Your guide to using Electronic System for Trademark Trials and Appeals (ESTTA) on the PTOnet



Version 1.1

The Stop Windows

[08/2003]

Introduction

This booklet provides an overview of the Electronic System for Trademark Trials and Appeals (ESTTA) . ESTTA allows customers to complete TTAB forms online and submit them to the United States Patent and Trademark Office (USPTO). ESTTA is a web application that is available to customers and the general public, 24 hours a day, 7 days a week.

This is a quick reference guide to help you with using ESTTA. For further details, please refer to the online help.

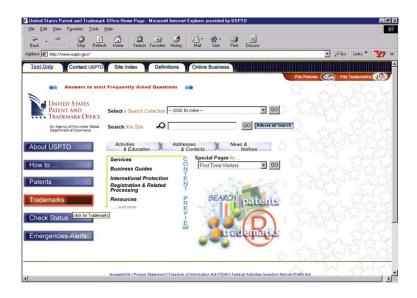


Getting Help...

If you have any problems or questions regarding ESTTA, please call the USPTO Help Desk. They are there to help you. The Help Desk telephone number is (703) 305-9000.

Getting Started...

To get started, go to USPTO website at http://www.uspto.gov, then click on Trademarks.



Under Trademark Trial and Appeal Board (TTAB), click on About TTAB and then on the **ESTTA** link.



The official website of Trademark Trial and Appeal Board (TTAB) displays. Select **Please click here to access all forms** at the bottom of the page.



The Trademark Trial and Appeal Board (TTAB) is pleased to present the Electronic System for Trademark Trials and Appeals (ESTTA).

Using ESTTA, you can complete and submit forms to the TTAB over the Internet, making an official filing online, or print out the completed form for mailing to the TTAB. ESTTA gives step-by-step instructions for properly completing a form. While the different sections of the forms may appear straightforward and easy to fill out, you are strongly advised to read the instructions for EACH section prior to completing it. Failure to follow the instructions may cause you to fill out sections of the form incorrectly, jeopardizing your legal rights.

SPECIAL NOTES

. Eastern Time controls the filing date. All forms filed via ESTTA are stamped with Eastern Time when received on the USPTO server. If a fee is required, the time stamp is applied when the payment process is completed and the receipt screen is displayed. Otherwise, the time stamp is applied at the time of receipt. The time stamp applied by the ESTTA server is the official time the USPTO received

NOTE: The time the transmission began is not a factor considered when assigning the filing date. The official filing date and time can be found on the confirmation web screen and in your e-mail confirmation

 If there is a fee for this filing, you must pay by credit card (MasterCard, Visa, American Express or Discover) OR through an existing USPTO deposit account.

TECHNICAL REQUIREMENTS

 ESTTA works only if you use NETSCAPE NAVIGATOR [Version 4.0 or later] or MICROSOFT INTERNET EXPLORER [Version 4.0 or later], ESTTA utilizes Javascript, and the file upload feature supported by these browser versions.

NOTE: Internet Explorer on the Macintosh platform will NOT permit a proper image attachment.

. You must use Internet Explorer version 5 or Netscape in order to use the payment server with the Macintosh platform. Images created on a Macintosh using Adobe Photoshop or Illustrator must be properly saved with appended file extensions .gif or .jpg for use on a Windows system. We cannot open image files that are not properly saved prior to attachment. Also, an Internet Explorer window that sits behind a Microsoft Proxy Server will NOT connect properly. However, if you upgrade to Internet Explorer to 5.01 or higher the site will work properly.

CONTACT INFORMATION

For general information about filing electronically, please telephone us at, 703-308-9330, ext. 181 or email your question(s) to ESTTA@uspto.gov. If you need help in resolving technical problems, you can e-mail us at ESTTA@uspto.gov. We will respond to your e-mail inquiry within 2 business days. Please include your telephone number in your e-mail, so we can talk to you directly, if necessary.

PRIVACY POLICY STATEMENT

The information collected on these forms allows the TTAB to determine whether a party is entitled to registration of a mark. Responses to the requests for information are required to obtain the requested action. All information collected will be made public. Gathering and providing the information will require an estimated 10 to 45 minutes, depending on the form chosen. Please direct comments on the time needed to complete this form, and/or suggestions for reducing this burden to the Chief Information Officer, U.S. Patent and Trademark Office, U.S. Department of Commerce, Washington, DC 20231. Please note that the TTAB may not conduct or sponsor a collection of information using a form that does not display a valid OMB control number.

Please click here to access all forms.

HOME | INDEX | SEARCH | SYSTEM STATUS | BUSINESS CENTER | NEWS&NOTICES | CONTACT US | PR

The **Guidelines** window appears with further instructions on filing.

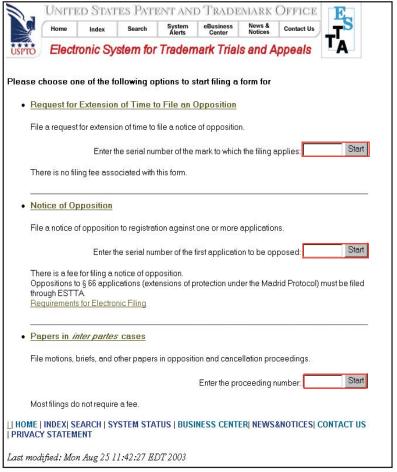


Click on the Continue button to open the ESTTA (Electronic System for Trademark Trials and Appeals) forms page (shown on next page).

ESTTA Forms

There are three different forms, each suited to file either:

- Request for Extension of Time to File an Opposition OR
- Notice of Opposition OR
- Papers in Inter Partes Cases.

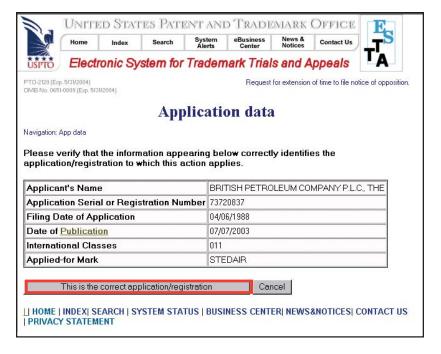


ESTTA will present forms that you fill in to create the completed request. You are only presented with the appropriate sections to fill out. These sections include:

Potential Opposer Information; Filer/Attorney Information; Correspondence Address; Signature(s); Validate & Submit; Receipt

Request for Extension of Time to File an Opposition

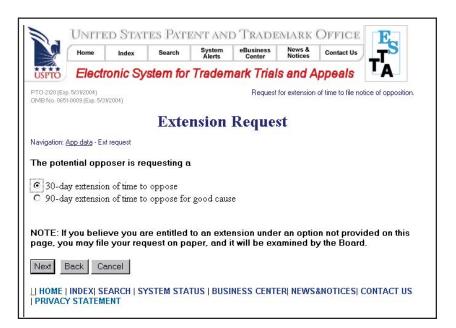
- ESTTA allows you to file a 30-day, 90-day and 60-day request with good cause or extraordinary circumstances for a Extension of Time to file a Notice of Opposition.
- Enter the serial number of the mark to which the filing applies in the text box shown. Click on Start.
- The **Application/Registration Data** window appears. This page displays the information relating to the serial number that the you entered in the ESTTA site.



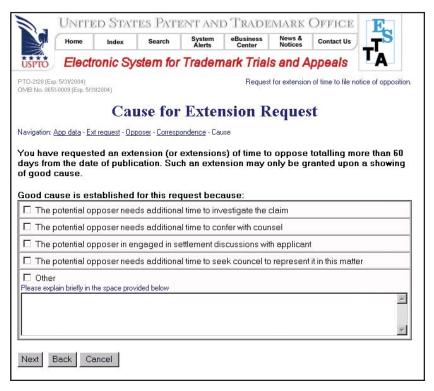
You can verify whether you have entered the correct serial number by clicking the **This is the correct application/registration** button.

The Extension Request Screen allows you to choose from the

- 30-day extension of time to oppose and
- the 90-day extension of time to oppose



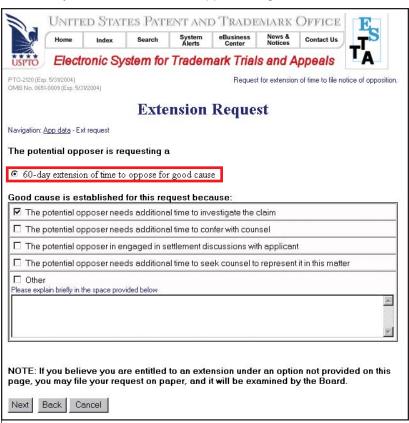
- If you choose the 30-day extension of time to oppose from the Extension Request window and it is perfectly valid to oppose within that time period, the Potential Opposer Information Screen appears (shown on page 11).
- However, if you choose the 90-day extension of time to oppose from the Extension Request window, it will prompt you the Cause for Extension window where you have to specify a good cause to file the request for extension of time to Oppose. If you have requested an extension (or extensions) of time to oppose totalling more than 60 days from the date of publication. Such an extension is only granted upon a showing of good cause (shown on the next page).
 - Click on any of the above check boxes to best describe the reason for your extension.
 - If the reasoning is satisfactory and it is the Potential Opposer who is filing the request, the Potential Opposer Information screen appears (shown on page 11).
- However, the 60-day extension screen is different from the 30 and the 90-day extension window.

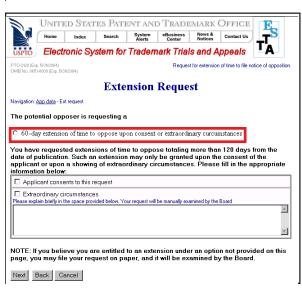


Note: The 60-day extension can be filed on two seperate grounds:

- 60-day extension of time to oppose for good cause
- 60-day extension of time to oppose upon consent or extraordinary curcumstances
- Enter the appropriate **Serial Number** and click on Start to file an application for extension. The Application/Registration **Data** window appears. Along with the information relating to the serial number that the you entered in the ESTTA site, this window also diplays a list of previous opposers (shown on the next page).
- There have been one or more extensions of time to oppose filed against the above-referenced application. Click on the radio button to choose from the list provided to identify yourself.
- Click **Next**. The Extension Request window appears. The Extension Request windows are different based on whether you file a 60-day extension with good cause or under extraordinary circumstances (shown on the next page).

The 60-day Extension of time to oppose for good cause:



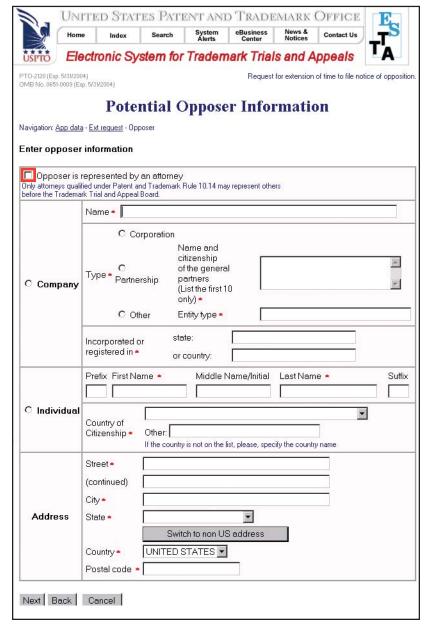


The 60-day Extension of time to oppose upon Consent or Extraordinary Circumstances.

Click Next from either window to display the Potential Opposer Information window.

Potential Opposer Information

- Fill in the required information.
- If an attorney is filing the request on your behalf or on behalf of a client, then click on the checkbox in the **Potential Opposer**



Information form that says, "the opposer is represented by an attorney".

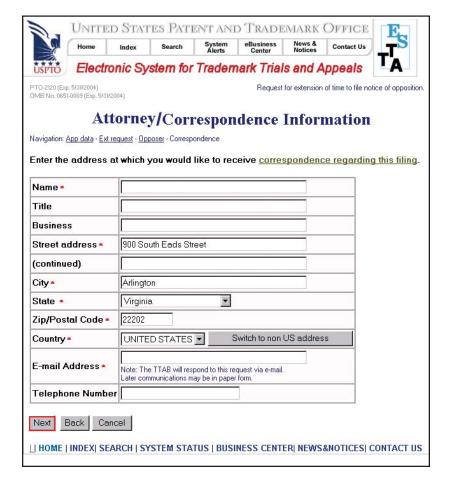


Click Next. The Attorney/Correspondence Information window appears.

Note: The Opposer may have a domestic correspondence address if the country of origin is outside of the USA.

Attorney/Correspondence Information

This form can be filled out by either the Attorney or the Opposer, pertaining to whether the "Opposer is represented by an attorney" checkbox being checked or unchecked.



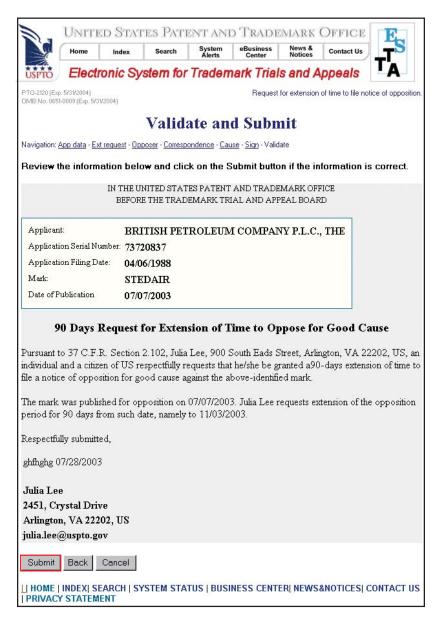
Signature

Clicking on the **Next** button on the **Attorney/Correspondence Information** window displays the **Signature** window.



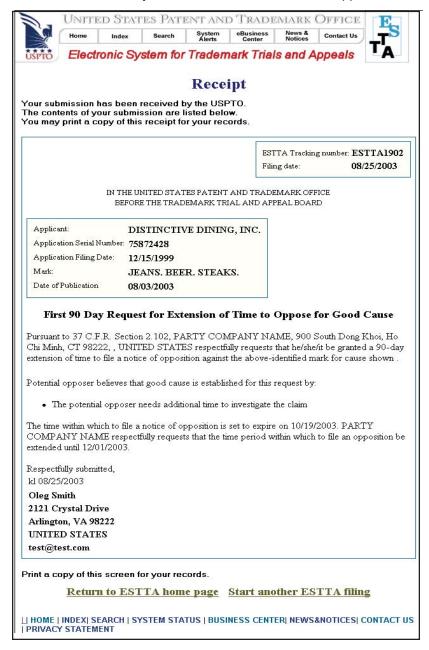
Validate and Submit

Once the attorney or the Potential Opposer have signed and dated the request, the Validation and Submit window appears.



Receipt

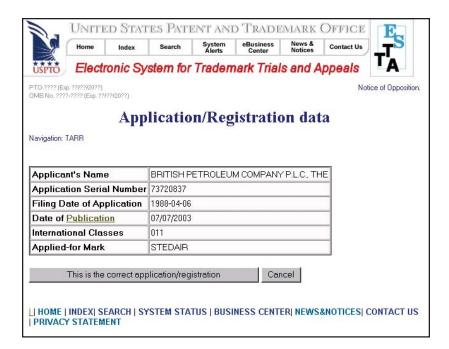
Clicking on the **Submit** button on the **Validate and Submit** page will finish the filing process. You will get an email receipt verifying that the USPTO has received your extension of time to file an opposition.



Notice of Opposition

ESTTA allows you to file a notice of opposition to registration against one or more applications. A fee is required to oppose.

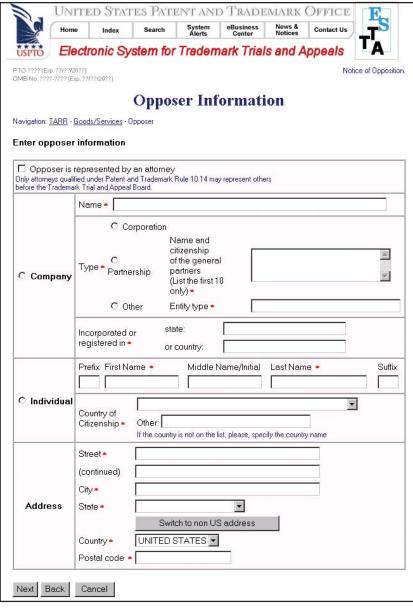
- Enter the serial number of the first application to be opposed. Click on Start.
- The **Application/Registration Data** window appears. This page displays the information relating to the serial number that the you entered in the ESTTA site.
- You can verify whether you have entered the correct serial number by clicking the This is the correct application/registration button.



Upon clicking the **This is the correct application/registration** button, The Goods and Services Opposed window appears (shown on next page).

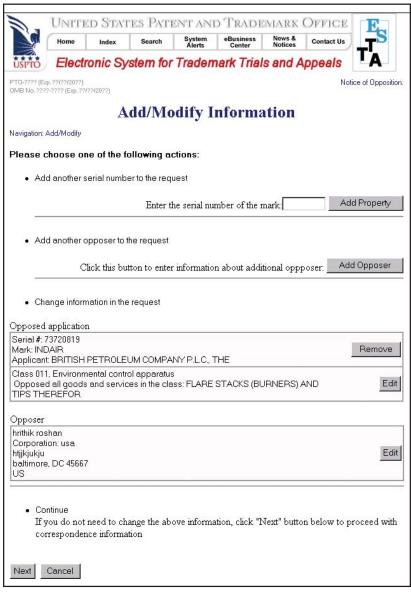


- You are required to choose from the list of **Goods and Services** on this window to indicate which goods and services are being opposed.
- Click **Next** to proceed to the **Opposer Information** window or Reset to re- specify your choice (shown on next page).



- Fill in the **Opposer information** form with the required info. This is similar to the Potential opposer Information form. You can file as an Opposer (business or Individual) or have an attorney file on your behalf. Click Next.
- The **Add/Modify** window appears (shown on next page). On this window you can Add/Modify Property or Opposer.

Add/Modify Information



- In order to add/modify property, type in the serial number of the mark.
- Click on the Add Property button. The Application/Registration Data window appears for you to verify the serial number/property (shown on Page 7).

- Click on **This is the correct application/registration** button 3 to go back to the Add/Modify Information window which now shows the newly added property.
- Similarly, you can add an opposer by clicking on the Add Opposer button which in turn brings up the Opposer Information window (shown on page 18) for you to fill in the new Opposer information.
- You can also remove or edit an existing property or Opposer by clicking on the respective buttons on the side.
- Click on **Next** button at the bottom of the **Add/Modify Infor**mation window. The Attorney/Correspondence Information window appears (shown on page 12). This form can be filled out by either the Attorney or the Opposer, pertaining to whether the "Opposer is represented by an attorney" checkbox being checked or unchecked.

Grounds of Opposition

- Fill in the information and click on the **Next** button, The **Grounds** for Opposition window appears (shown on next page) - only if it is the Madrid case or else the Pleading window will appear...
- Select as many grounds for opposition as are applicable. If a 2 particular ground is not listed, check the "Other" box and fill in the ground in the text box provided.
- Click on the **Next** Button. The **Pleading** window appears (shown on page 22).

PTO-???? (Exp. ??/??/20??) OMB No. ????-???? (Exp. ??/??/20??) Notice of Opposition.

Grounds for opposition

Navigation: Add/Modify - Correspondence - Grounds

Please check as many grounds for opposition as are applicable. If a particular ground is not listed, check the "Other" box and fill in the ground in the text box provided.

NOTE: You may not amend the notice of opposition to add additional grounds during the course of the opposition proceeding (cite to rule). Additionally, although you must include a supporting statement which sets forth facts sufficient to give notice to the applicant of your claim pursuant to Fed. R. Civ. P. 8, if there is any discrepancy between the grounds checked below and those stated in your supporting statement, the grounds checked below will control. That is, the Board will not consider any ground of opposition that is not checked off below, even if it has been set forth in the supporting statement.

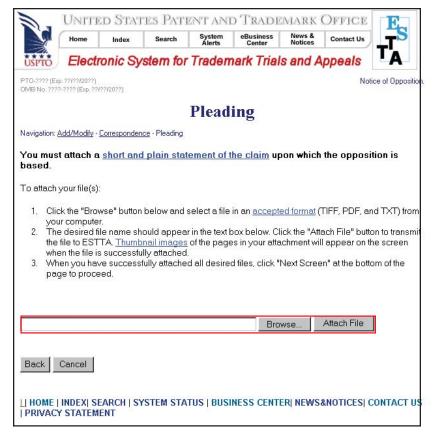
The grounds for opposition are as follows:

	Immoral or scandalous matter	Trademark Act § 2(a)
П	Deceptiveness	Trademark Act § 2(a)
	False suggestion of a connection	Trademark Act § 2(a)
	Geographic indication which, if used on or in connection with wine or spirits, identifies a place other than the origin of the goods	Uruguay Round Agreements Act § 2(9)
	Consists of or comprises the flag or coat of arms or other insignia of the United States, or of any State or municipality, or of any foreign nation, or any simulation thereof	Trademark Act § 2(b)
П	The mark is primarily geographically descriptive	Trademark Act § 2(e)(2)
	The mark is primarily geographically deceptively misdescriptive	Trademark Act § 2(e)(3)
	The mark is primarily merely a surname	Trademark Act § 2(e)(4)
	The mark comprises matter that, as a whole, is functional	Trademark Act § 2(e)(5)
	Dilution	Trademark Act § 43(c)
	Fraud	Torres v. Cantine Torresella S.r.l, 808 F.2d 46, 1 USPQ2d 1483 (Fed. Cir. 1986)
	Genericness	Trademark Act § 23
	Other (please concisely indicate grounds and statutory or common-law basis for opposition)	<u> </u>

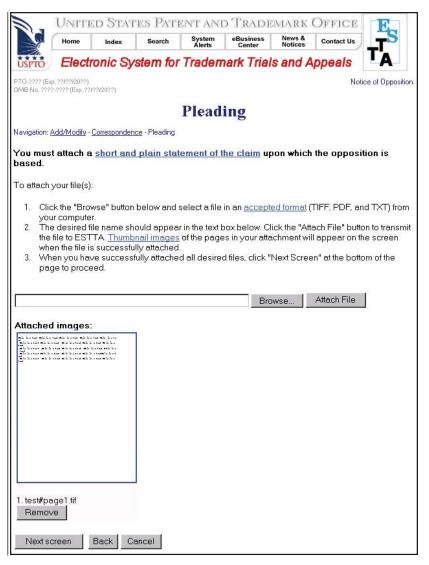
Pleading



You must attach a short and plain statement of the grounds upon which the opposition is based. Your document may be in TIFF. PDF or TXT format.



Click on the **Browse** button to search on the file and then click on the Attach File button to attach the document (shown on next Page). You can remove the file by clicking on the Remove button.

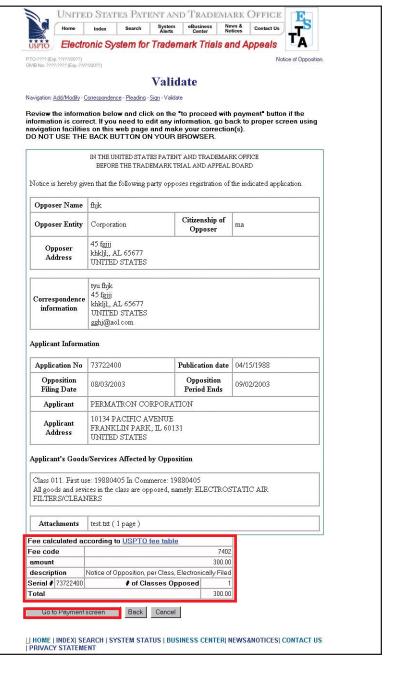


Click on the Next Screen button to go to the Validate window which would allow you to calculate fee according to USPTO fee table.

Validate



Click on the **Go to Payment** button.



The Payment window



The **Payment** window appears that provides you with different options of payment.



The U.S. Patent and Trademark Office supports Secure Sockets Layer (SSL) for the security of all transactions. If you would like to read more about the security of your transaction click here.

Credit Card Payment

The USPTO accepts the following credit cards for payment: Visa, Master Card, Discover and American Express.









Pay by Credit Card

EFT Payment

If you maintain a checking or savings account in a US or affiliated bank then you may be able to make your payment by EFT (Electronic Funds Transfer). The EFT payment method will allow the cost of your payment to be withdrawn directly from the checking or savings account that you designate. If you would like to read more about the EFT payment method click here. If you do not have an account with a US or affiliated bank please choose another payment method.

NOTE: Some banks do not allow EFT payments from a savings account; please check with your financial institution to verify whether they allow this type of funds transfer.

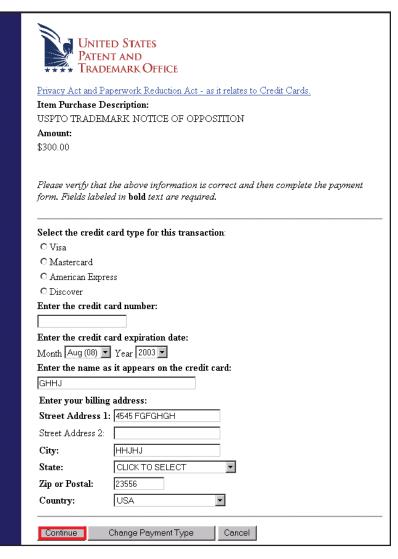
Pay by EFT

Deposit Account Payment

The Deposit Account payment method authorizes USPTO to deduct your payment from your USPTO Deposit Account. If you do not have a USPTO Deposit Account please choose another payment method.

Pay by Deposit Account

Click on Pay by Credit Card button. The Credit Card payment window appears (shown on next page).



- Enter the Credit Card information and click on Continue to proceed with the transaction or click on Change Payment Type button to reconsider other methods of payment.
- When you click the **Continue** button, the **Payment Confirma**tion window appears (shown on next page). If all the information display is correct, click the Submit button or click on the **Change** button to make changes to the existing information.

Credit Card Payment Informa	54545454545454
Card Type:	MASTERCARD
Name on Card:	GHHJ
Expiration Date:	08/2003
Street Address 1:	4545 FGFGHGH
Street Address 2:	**** *** *
City:	ннуну
State:	ALABAMA
Zip Code:	23556
Country:	USA \$300.00
Amount:	USPTO TRADEMARK NOTICE OF OPPOSITION
Description:	USPIG TRADEMARK NOTICE OF OPPOSITION

5

When you click on the Submit button, the Receipt window appears providing details on the application filed for the Notice of Opposition (shown on the next page).



United States Patent and Trademark Office

Home Index Search System Alerts

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Electronic System for Trademark Trials and Appeals

Receipt

Your submission has been received by the USPTO. The contents of your submission are listed below. You may print a copy of this receipt for your records.

> ESTTA Tracking number: ESTTA1907 Filing date: 08/25/2003

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE BEFORE THE TRADEMARK TRIAL AND APPEAL BOARD

Notice is hereby given that the following party opposes registration of the indicated application.

Opposer Name	fhjk			
Opposer Entity	Corporation	Citizenship of Opposer	ma	
Opposer Address	45 fgjjj khklji;, AL 65677 UNITED STATES	•		

Correspondence information	tyu fhjk 45 fgjjj khkljl, AL 65677 UNITED STATES gghj@aol.com
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Applicant Information

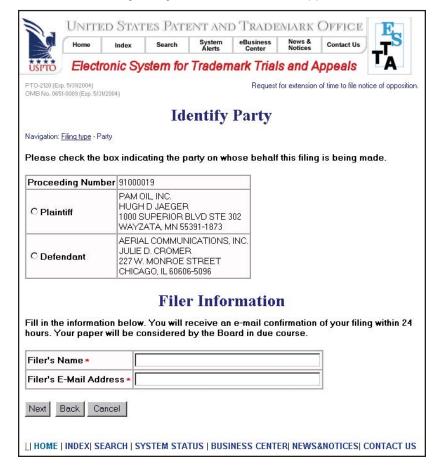
Application No	73722400	Publication date	04/15/1988
Opposition Filing Date	08/03/2003	Opposition Period Ends	09/02/2003
Applicant	PERMATRON CORPORATION		
Applicant Address	10134 PACIFIC AVENUE FRANKLIN PARK, IL 601 UNITED STATES	31	

Applicant's Goods/Services Affected by Opposition

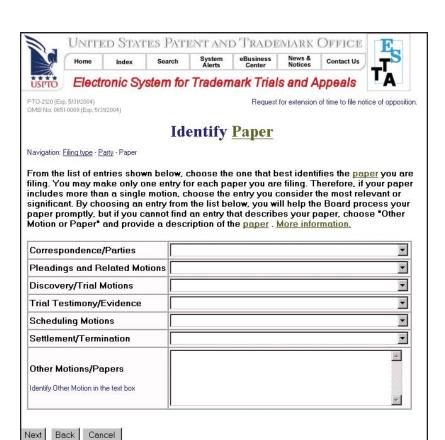
Class 011. First use: 19880405 In Commerce: 19880405

Papers in Inter Partes Cases

- ESTTA allows you to file motions, briefs, and other papers in TTAB inter partes cases for Opposition and Cancellation (Image shown on Page 6).
- Enter the proceeding number and click on the **Start** button. The **Identify Party & Filer Info** window appears.



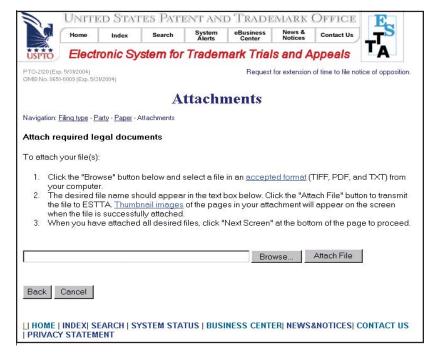
- In the Identify Party section, check the box indicating the party on whose behalf this filing is being made.
- Type in the Filer information. You will receive an e-mail confirmation of your filing within 24 hours. Click the Next button to display the **Identify Paper** window. (shown on the next page)



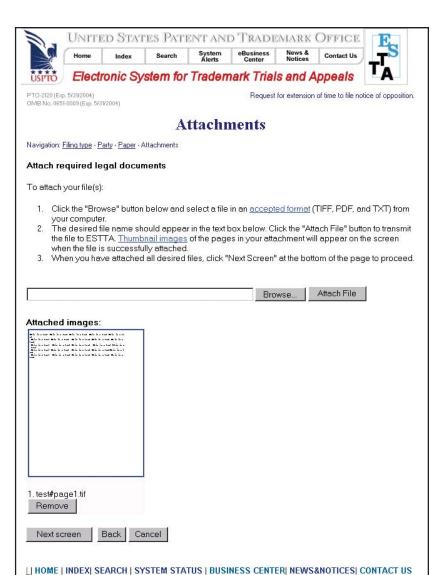
From the list of entries shown on the previous page, choose the one that best identifies the paper you are filing. You may make only one entry for each paper you are filing. Therefore, if your paper includes more than a single motion, choose the entry you consider the most relevant or significant. If you cannot find an entry that describes your paper, choose Other Motion or Paper and provide a description of the paper.

Attachments

- Click on the Next button. The Attachments window appears.
- Attach required legal documents. All documents should be in either .tiff, .txt or .pdf format.



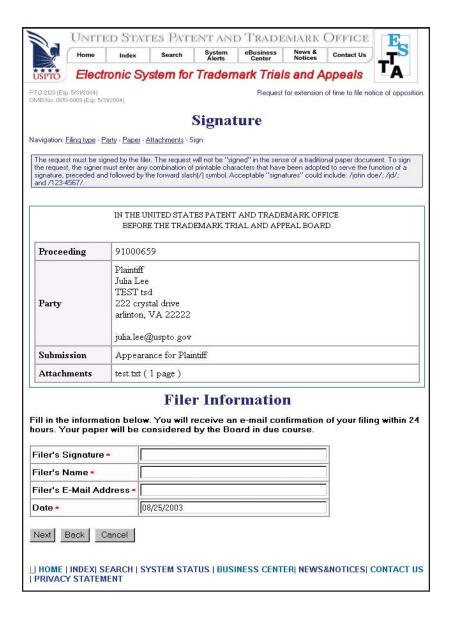
Click on the **Browse** button to search on the file and then click on the Attach File button to attach the document (shown on the next page). You can remove the file by clicking on the Remove button.



PRIVACY STATEMENT

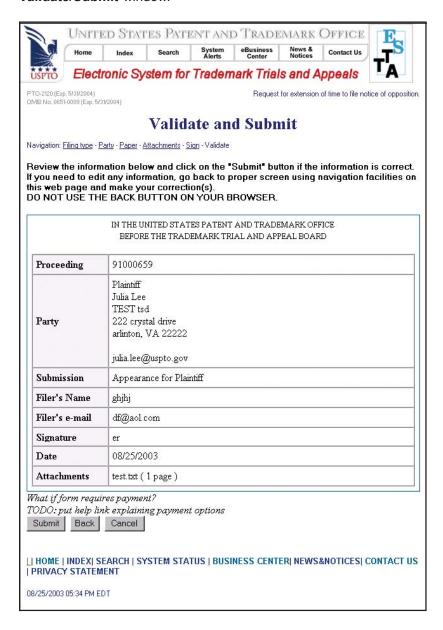
Signature

Click on the Next Screen button from the Attachment window to display the Signature window.



Validate and Submit

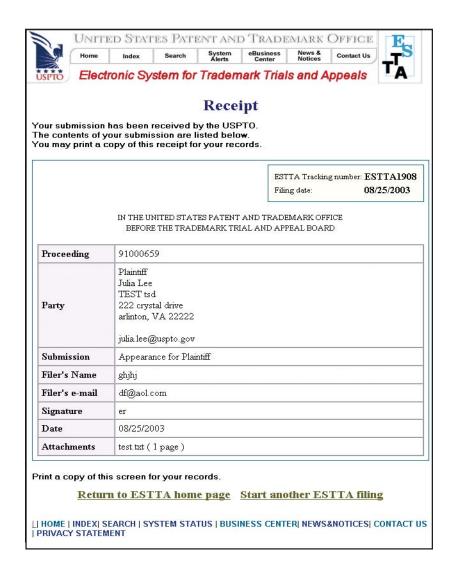
Click on the Next button from the Signature window to display the Validate/Submit window.



Receipt



Click on Submit button on the Validate/Submit window to display the Receipt window..

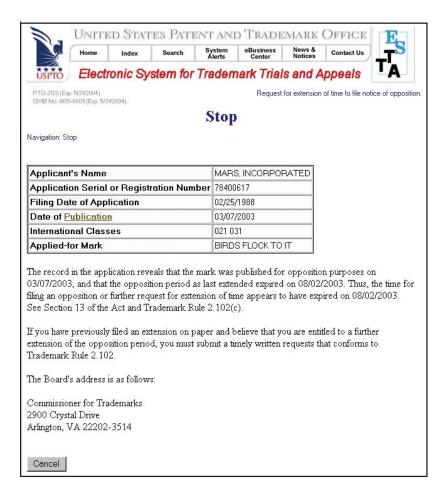


The Stop Windows

The Opposer is going to encounter **Stop** windows if their **Extension** or **Opposition Requests** have experienced the following:

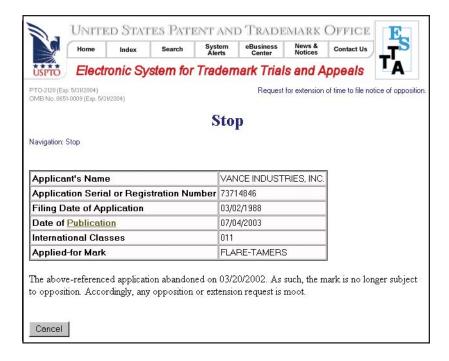
Exceeded the time period granted to them

The record in the application shows that the mark was published for opposition purposes on 03/07/2003, and that the opposition period as last extended expired on 08/02/2003. Thus, the time for filing an opposition or further request for extension of time appears to have expired on 08/02/2003.



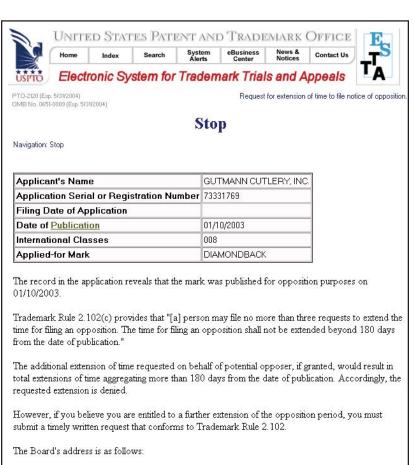
The Application is abandoned or dead

Since the application has been abandoned, the mark has no chance of opposition - hence there is no chance of extension or opposition.



The total number of extensions of time totaling more than 180 days from the date of publication.

The time for filing an opposition cannot be extended beyond 180 days from the date of publication

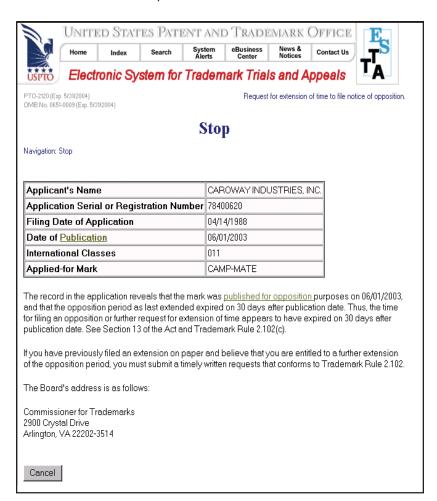


Commissioner for Trademarks 2900 Crystal Drive Arlington, VA 22202-3514

Cancel

Untimely filing of Extension or Opposition

If there are no filing for Extension or Opposition since the time mark was published for opposition purposes, the time for filing a request for extension of time expires.



The Extension Request is premature		
USPTO ESTTA User's Guide published by the		